

# MINUTES

## WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD of COMMISSIONERS

Clallam County Courthouse, Public Meeting Room (room 160, first floor)

Port Angeles, Washington

July 28, 2009 – 3:00 p.m.

### CALL TO ORDER

Chair Di Guilio called the meeting to order at 3:03 p.m., Tuesday, July 28, 2009. Also present were Commissioners Kidd, Holmquist, Chapman, and Doherty.

### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Addition – Advisory Committee Discussion (Di Guilio)

**ACTION TAKEN:** CMDm to adopt the agenda as modified, CMCs, mc.

### APPROVAL OF MINUTES – June 24, 2009 meeting

**ACTION TAKEN:** CMCm to adopt the June 3 and June 24, 2009 minutes of the WSMPD meeting, CCKs, mc.

### PUBLIC COMMENT

Krista Winn, 3131 Regent Street, Port Angeles, Explained that she is the vice-president of the Port Angeles Swim Club (PASC) and gave some clarification of information included in the agenda packet that related to the PASC. She spoke about the options presented and shared that the PASC preferred option #1.

Elizabeth Hogan, 863 King Street, Port Angeles, presented the WSMPD with a check in the amount of \$4,800 from the Save the Pool Committee.

Greg Shield, 537 W 7<sup>th</sup> Street, Port Angeles, swam the early bird lap swim for many years and found it difficult to access a lane to swim during that time. He encouraged the Commissioners to make the pool available at alternate times in the afternoons.

### REPORTS AND PRESENTATIONS

#### Staff Report by Pool Manager

Jayne Lafferty presented a report that included the number of people using the pool, rental numbers, as well as the number of people registered in all programs offered by the pool. She also explained some of the special events that are scheduled at the pool throughout the year.

#### Financial Report

Trina Nevaril, Senior Accountant for the City of Port Angeles presented the first invoices from the City of Port Angeles for payment since the District was created and spoke briefly about the upcoming budget.

### CONTRACTS AND AGREEMENTS

#### Port Angeles School District (PASD)

Jayna Lafferty presented the current contract terms with the PASD along with current practices. She suggested some changes/options for a new contract and shared that there are approximately 60 students utilizing the pool during the school-year. Glenn Cutler, City of Port Angeles Public Works Director said the school district was put on notice that there may be some changes occurring with the newly created District. Mike Chapman felt that it was important to contact the school district well in advance of their budget cycle to discuss any changes to the current contract. Dan Di Guilio asked if the best course of action would be to freeze all of the contracts currently in place to evaluate the impacts of all of the changes with the newly created District.

**ACTION TAKEN:** CGHm to freeze the current contract that is in place with the Port Angeles School District and adjust the current contract terms, CCKs, mc. Craig Miller will develop the amendment to the current contract.

#### Port Angeles Swim Club (PASC)

Jayne Lafferty presented the current contract terms with the PASC along with current practices. Jayna suggested some changes/options for a proposed new contract. Dan Di Guilio suggested that the current contract be renewed until which time the board can become more aware of the function and usage of the pool.

**ACTION TAKEN:** CMCm to approve a roll-over contract with current terms in place with the option of an amended contract at a later date, CCKs, mc

## **AGENDA for the Meeting of July 28, 2009**

### **WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS**

#### **Page 2**

#### **Line of Credit**

Jim Jones talked briefly about the difficulties of finding a line of credit option that could be used with a Metropolitan Park District. Jim presented an alternative and explained that the Clallam County Treasurer has the ability to cover the fee structure of a Junior Taxing District as written in Clallam County Administrative Policy 522. Judy shared that this process is usually used with school districts but could easily be used with the Metropolitan Pool District and explained some of the specifics of the policy. There is a notice of intention form that must be filled out to initiate this program.

**ACTION TAKEN:** CCKm to authorize the WSMPD to utilize the registered warrant system, CGHs, mc. CMC and CMD recused themselves from this vote.

#### **ACTION ITEMS**

#### **Appointment of President and Clerk**

**ACTION TAKEN:** CMCm to appoint Dan Di Guilio as WSMPD president for 2009, CCKs, mc. CDDm to appoint Mike Chapman as WSMPD clerk for 2009, CGHs, mc.

#### **Develop Contact List**

Secretary Tammy Sullenger will develop a contact list to be distributed to all of the WSMPD Commissioners and people/agencies affiliated with the district and email out to the distribution list.

#### **By-Laws**

Craig Miller distributed a draft of proposed by-laws for the WSMPD. After discussion the board postponed adoption of the by-laws to be discussed at the August, 2009 meeting.

#### **Indemnification Resolution for Board and Staff**

Craig Miller presented and explained the document and some of the reasons that such a document needs to be put in place. The resolution provides legal defense of Commissioners and employees of the district when any of them are sued as a result of acts in their capacity as Commissioner or employee of the District.

**ACTION TAKEN:** CMCm to accept the Indemnification Resolution, CCKs, mc

#### **Approval of Bills**

Charlie McClain distributed a summary of the bills with invoices attached for the month ending June 30, 2009 for a total of \$83,090.40. He explained that many of the bills presented would be ongoing every month.

**ACTION TAKEN:** CMCm to approve the warrants for month ending June 30, 2009 in the amount of \$83,090.40, CGHs, mc. The Port Angeles City Council member's recused from any bills that are paid to the City of Port Angeles and the Clallam County Commissioners will recused from any bills that are paid to Clallam County. Dan Di Guilio asked Charlie McClain to break out the bills to reflect county, city, and general.

#### **Financial Committee**

This will be a broadly formed committee to look at various issues as it relates to the finances of the William Shore Memorial Pool. Gary Holmquist and Mike Chapman will sit on this committee with Charlie McClain, Yvonne Ziomkowski, and Jayna Lafferty.

#### **ITEMS FOR DISCUSSION**

#### **Critical Path and Time Frame for Board Actions**

City of Port Angeles City Manager Kent Myers explained in detail 11 key action items to be considered prior to the current contract with the City of Port Angeles expiring in December of 2009. Craig Miller added that the pool is currently operating under the policy structure of the City of Port Angeles and would need to be changed. Kent expressed that City of Port Angeles staff would be available to assist in creating the document under the new District if needed. CMC asked about a public records officer and the possibility of having the WSMPD information on the Clallam County web-site. Craig Miller said that the public records officer should be appointed and incorporated in the policies that will be created. Tammy Sullenger will look contact the county IT department to discuss the web-site request.

**ACTION TAKEN:** CGHm to appoint Tammy Sullenger as the public contact for the district as well as the public records holder of the William Shore Memorial Pool District records, CMDs, mc.

**AGENDA for the Meeting of July 28, 2009**  
**WILLIAM SHORE MEMORIAL POOL DISTRICT BOARD OF COMMISSIONERS**  
**Page 3**

**Fee Structure for Pool Users**

Jayna Lafferty presented the current and proposed rates of the pool which is separated into resident and non-resident fees. Jayna suggested that the pool has one fee schedule that applies to all county residents. Mike Chapman asked about having the family admission rate put at a flat rate of \$10 instead of \$13 to encourage more families to enjoy the pool. Cherie Kidd felt that some of the new proposed increases were not achievable by many families in our community.

**ACTION TAKEN:** CCKm to reduce the current rate of a family admission (up to six people living in the same household) to \$10, consolidate the current fee schedule to apply to all county residents, and keep the current fees as is, CGHs, mc.

**Distribution of Board Packets**

It was decided that hard copies of the agenda packets will be distributed to all members with the exception of CGH who will receive them electronically. The packets will be received by the members on the Friday prior to the next week's meeting date. All items to be included in the packet should be received one week prior to the meeting to allow time for questions, copying, and approval.

**Advisory Committee**

The WSMPD signed an Interlocal agreement at the June 2009 meeting that included establishing a permanent Citizens Advisory Committee. This committee will provide comment and advice to the Board on all matters and issues relating to the policies of the Board and to the operation and maintenance of the swimming pool.

**ACTION TAKEN:** CMCm to advertise the openings of the committee for two weeks and accept applications in the Clallam County Commissioners office. CCK and CGH will review all applications received and bring recommendations back to the committee at the August meeting, CGHs, mc.

**NEXT MEETING DATE**

The Board discussed some options for time, date, and location of upcoming meetings.

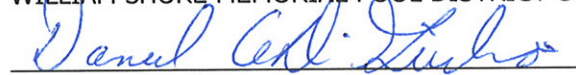
**ACTION TAKEN:** CCKm have the meetings take place on the fourth Monday at 3:00 p.m. of every month in the Clallam County Board of Commissioner Board Room, CMCs, mc.

**ADJOURNMENT**

Dan Di Guilio, chair adjourned the meeting at 4:41 p.m.

PASSED AND ADOPTED this twenty-fifth day of August 2009

WILLIAM SHORE MEMORIAL POOL DISTRICT COMMISSIONERS



Dan Di Guilio, Chair

ATTEST:



Tammy Sullenger, Administrative Asst

**KEY TO ABBREVIATIONS:**

CCK	Commissioner Cherie Kidd	m	moved
CDD	Commissioner Dan Di Guilio	mc	motion carried
CGH	Commissioner Gary Holmquist	s	seconded
CMC	Commissioner Mike Chapman		
CMD	Commissioner Mike Doherty (Howard V. Doherty, Jr.)		
WSMPD	William Shore Memorial Pool District		